



State of California
Department of Corrections and Rehabilitation
Division of Administrative Services
Human Resources

Duty Statement

Incumbent: Vacant	Location: 1515 S Street, Sacramento CA 95811
Section/Unit: Human Resources	Classification: Career Executive Assignment (CEA), Level B
Collective Bargaining Unit Identifier: M01	Working Title: Assistant Deputy Director, Human Resources
Position Number: 065-570-7500-002	Supervised By: Deputy Director, Human Resources

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

This position requires the incumbent to be a collaborative leader, drive continuous process improvement, possess a strong work ethic, and communicate effectively (orally and in writing) with the public and peers. This position requires extensive knowledge of Human Resources laws, rules and regulations; strong strategic thinking ability; proficiency in organizational development; excellent interpersonal skills. This position requires the incumbent to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; maintain consistent and regular attendance; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Under the general direction of the Deputy Director, Human Resources (HR), the Assistant Deputy Director (ADD), HR, assists in the day-to-day administration and management of the California Department of Corrections and Rehabilitation's (CDCR) human resources functions. The ADD, HR provides leadership and direction over Workforce Development and Digital Innovation; Policy, Compliance and Administration; Employment and Classification Services; Talent Acquisition and Career Services; and Payroll and Benefits Operations. The ADD, HR plays a key role in helping to build and maintain a dynamic and diverse employee culture where employees are engaged and find long term success. The incumbent improves HR processes, implements strategies, improves morale and employee retention, and strengthens relationships between staff and internal and external stakeholders, as well as promotes the organization's mission and values.

Essential Functions

Manages HR operations by recruiting, selecting, orienting, training, coaching, leading, developing, counseling and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; determining production, productivity, quality and customer-service strategies; as well as resolving problems and implementing change. Manages HR operations financial strategies by estimating, forecasting and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; and minimizing the impact of variances. Full responsibility for providing a wide range of HR support and consulting to HR Chiefs, provides senior leadership, and assists the Deputy Director, HR in setting direction for the management of HR.

Provides leadership in the development, implementation and update of HR policies, procedures, methods, and guidelines. Communicates and enforces HR best practices and organization values. Works collaboratively with the Associate Director, Employee Health and Wellness to ensure HR policies, processes, and staff provide unified

and consistent services to HR customers. Complies with federal, State and local legal requirements by studying existing and new legislation, anticipating legislation, and enforcing adherence to requirements; and advises executive leadership on needed actions. Ensures CDCR's HR programs and initiatives are effective, efficient, and aligned to overall departmental objectives.

Represents the Department and presents at speaking engagements, conferences, wardens' meetings, graduations, etc. Supports executive leadership, control agencies and the Governor's Office by providing human resources advice, counsel, and decisions. Enhances CDCR's standing by accepting ownership for accomplishing new and different requests; and explores opportunities to add value to job accomplishments.

Accomplishes special project results by identifying and clarifying issues and priorities; communicates and coordinates requirements; expedites fulfillment; evaluates milestone accomplishments; evaluates optional courses of action; changes assumptions and direction.

Acts in the absence of the Deputy Director, HR.

Supervision Received: Under the general direction of the Deputy Director, HR.

Supervision Exercised: Through subordinate managers, the position supervises administrative staff in staff services and personnel services classifications performing work related to HR.

SCOPE AND IMPACT

Responsibility for Decisions and Consequence of Error: Assume and demonstrate independent responsibility for decisions and actions having broad programmatic and politically sensitive implications on a variety of complex issues. Moderate to high consequence of error.

Personal Contacts:

Internal: Secretary, Undersecretaries, Directors, Deputy Director, Division Chiefs, line staff.

External: Stakeholders, State agencies, Governor's Office, vendors, union representatives, and political and community organizations as necessary.

Knowledge, Skills & Abilities:

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Desirable Qualifications:

Incumbent must demonstrate the ability to perform assigned functions effectively. Such overall ability requires passion of most of the following more specific knowledge and abilities:

- High personal and professional integrity.
- Excellent supervisory and coaching skills, and strong demonstrated facilitative leadership skills.
- Experience developing, implementing and enforcing policies, procedures and programs.
- Strong executive presence and demonstrated leadership skills, good judgement, decision-making ability, and ability to effectively interface with employees and leaders at all levels.
- Exceptional verbal and written communication skills including the ability to articulate complex issues to stakeholders and senior leaders.
- Proven ability to influence and drive change aligning people strategy with business goals.
- Must have a strategic mind, proactive manner with ability to focus on innovation, and efficiency.
- Expert knowledge and understanding of applicable Federal and California employment laws.
- Ability to exhibit a high level of confidentiality due to sensitive nature of the position.

ADDITIONAL PERSONAL TRAITS TO BE APPLIED ACROSS ALL ENGAGEMENTS AND RESPONSIBILITIES

- Political astuteness
- Good judgment
- Compassion
- Passion
- Self-awareness
- Excellent diplomatic skills
- Credibility
- Confidentiality
- Integrity

Working Conditions and Requirements:

High-Rise Office Building:	No
Work Schedule:	Monday – Friday with work outside of normal business hours as needed Telework available
Travel Requirements:	Some travel is required
Conflict of Interest Filing:	Required
Bilingual Position:	No
Probationary Period:	None

PHYSICAL AND ENVIRONMENTAL DEMANDS

Work Environment: Work in a climate-controlled, open office environment, under artificial lighting, exposure to computer screens and other basic office equipment; work in a high-pressure, fast-paced environment, under time-critical deadlines; work long hours; must be flexible to work days/nights, weekends and select holidays as needed; during peak periods; appropriate dress for the office environment.

Essential Physical Characteristics: The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled, and on a regular basis, is available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are needed; Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders.

Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such requirements.

The statements contained in this job description reflect general duties as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR'S STATEMENT: <i>I CERTIFY THE ABOVE ACCURATELY REPRESENTS THE DUTIES OF THE POSITION. I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMES ABOVE.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
I acknowledge receipt of this job description and understand the requirements and duties of the position. I have discussed the job description with my supervisor. I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE